

18 DEC 1974

MEMORANDUM FOR: Chief, ISAS/CPB

SUBJECT: Declassification Review of Certain World War II Documents Held by the National Archives

REFERENCE: Memorandum dated 19 November 1974, Same Subject

1. Reference memorandum outlined a proposal that reviewers of the Records Declassification Division, NARS be permitted to review certain OSS records for declassification. Such review was to be performed only when CIA personnel were present to supervise the activity. Approval was given by the ADDO on 22 November 1974.

2. This procedure was instituted with highly favorable results. Consequently, NARS has asked if their personnel may perform this review when Agency personnel are not present. The Agency reviewers are satisfied with the competence and judgment demonstrated by the NARS personnel and recommend acceptance of this additional offer of assistance.

3. This memorandum authorizes the use of NARS personnel in the review of OSS-related records at any time, such review to be made under the guidelines stated in Reference. You may inform NARS of this decision.

STAT

Executive Secretary, SSU

MORI/CDF Pages 3, 4, 10  
and 11

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☐ INTERNAL  
USE ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Secretary, SSU 1 D 17

EXTENSION

NO.

DATE

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/ISAS/CPB - 2 E 5019

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AC/DDA

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Attached memo from Executive Secretary/SSU proposes that NARS

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A/DDA

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Ry

reviewers be permitted to review

documents falling under CIA's

classification jurisdiction, sub-

ject to the approved guidelines

(also attached), at times when

CIA personnel are not present.

Inasmuch as you, as Chairman of

the Information Review Committee,

restricted this delegation of

declassification authority to those

days when CIA reviewers were col-

located with the NARS personnel,

any amendments require your approval.

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Our experience with having NARS

personnel review non-sensitive

records of predecessor agencies

has been highly satisfactory. The

NARS reviewers have been very care-

ful about referring any question-

able documents to a CIA officer for

a decision. The modification pro-

posed by the DDO would speed up

the processing of 30-year-old doc-

uments. Arrangements can be made

to spot check the work done while

CIA personnel are not present.

We therefore recommend approval.

AI

DI

Original - C/ISAS

2 - DDA subject

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USE PREVIOUS  
EDITIONS☐ SECRET☐ CONFIDENTIAL☐ INTERNAL  
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Approved For Release 2006/05/25 : CIA-RDP84-00780R006100110005-0

SPECIAL GUIDELINES FOR DECLASSIFYING DOCUMENTS  
ORIGINATED BY THE WORLD WAR II PREDECESSOR ORGANIZATIONS  
OF THE CENTRAL INTELLIGENCE AGENCY

The Director of Central Intelligence exercises exclusive or final original classification authority over all documents originated by the Coordinator of Information (COI), the Office of Strategic Services (OSS), and the Strategic Services Unit (SSU). In addition, the Agency must review and clear those documents originated by other agencies which concern CIA's predecessor agencies or intelligence matters of possible current interest to the Agency. In light of the voluminous holdings of OSS documents (hereafter used to include COI and SSU documents as well) in records of those organizations which used the OSS product or otherwise dealt with the OSS, and in light of the limitations of time and manpower available for the 30-year review of World War II materials, this authority is being delegated to a limited degree so that non-CIA personnel can assist in completion of the task. The following special rules shall govern such review:

1. This delegation of declassification authority extends to reviewers of the Records Declassification Division, NARS, only, and may be exercised only when these reviewers are working under the direction of collocated CIA personnel.
2. All classified documents or other material above described can be declassified, except those which, after review, are determined to contain information of the types in subparagraphs a. through l. below. Documents falling into the categories listed below must be reviewed by CIA personnel:
  - a. Information received from a foreign intelligence service through OSS liaison, whether that liaison sourcing is stated or only inferable.
  - b. Information which discloses the identity of foreign personnel in official liaison with OSS.
  - c. Information concerning communications intelligence, cryptography or related matters.
  - d. Information which names or effectively reveals the identity of any OSS sensitive source -- human or technical,

actual or planned. Classification will not be removed where any doubt exists. (Note: Captured enemy documents and personnel, refugees and casual informants are not to be considered as sensitive.)

e. Information which reveals the non-official cover (NOC) status of personnel employed by the OSS or the nature of the NOC arrangement, including the NOC name, title, etc.

f. Information which reveals any of the arrangements involved in placing and supporting OSS personnel under official cover with any degree of sensitivity attaching.

g. Information which reveals any aspect of agent spotting, recruitment, development, handling or support, the assignment of tasks, the levying of requirements, and the agent's manner of response and means of reporting or contact.

h. Information disclosing the design and operating characteristics of special devices used or under development by the OSS in support of operations in the field.

i. Information disclosing the manner and degree of financial support given by OSS to foreign organizations and movements, and the means used to obtain and transmit such support.

j. Information which could adversely affect the conduct of present and future U.S. foreign relations.

k. Information which conceivably could place in jeopardy the life of any individual.

l. Letters and memoranda, other than routine transmittal correspondence and acknowledgments.

3. All of the documents exempted from declassification under any of the above provisions of subparagraphs a. through l. will be reviewed by CIA officers. No downgrading to Secret or Confidential is authorized by these guidelines.

4. All documents deemed to qualify for declassification under the guidelines herein provided will be marked with an appropriate stamp to show that declassification action was taken under the terms of this declassification authority.

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DD/A

74-4656

19 NOV 1974

MEMORANDUM FOR: Chairman, CIA Information Review Committee

FROM : Chief, Information Systems Analysis Staff

SUBJECT : Declassification Review of Certain World War II Documents Held by the National Archives

1. Action Requested: Approval of an offer from the Director, Records Declassification Division, National Archives, of assistance in the review of those 30-year-old records falling under the Agency's declassification authority.

2. Background:

a. The CIA, unlike other U.S. Government agencies, has refused to delegate to National Archives personnel authority to declassify 30-year-old documents falling under the Agency's jurisdiction. The rationale for this policy was that the National Archives reviewers, who lack experience in intelligence matters, might be unable to recognize the continued sensitivity of information contained in the records under review and, through premature declassification of documents, inadvertently disclose intelligence sources and methods.

b. Accordingly, the Agency (i.e., DDO/SS/ISG) assembled a team of CIA annuitants to complete the review of RG 226 at the National Archives. This task was commenced in December 1972 and completed in September 1974. The team is now reviewing COI/OSS records held by the Agency.

c. In addition to RG 226 and the COI/OSS records still in the custody of the CIA, many documents held by the National Archives require a review by Agency officers. Some are COI/OSS-originated documents disseminated to other agencies and included in the files accessioned by the National Archives. Other documents, although originated by other agencies, concern COI or OSS activities or other intelligence matters. Moreover, the CIA is responsible for the review of intelligence-related records of certain defunct wartime agencies, e.g., OWI, OSRD. In March 1974, the National Archives began copying these documents and sending them to CIA Headquarters for review by the Classification Programs Branch. This practice proved to be prohibitively expensive, however, and was recently discontinued.

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d. Currently, three members of the OSS review team visit the Washington National Records Center on Tuesdays and devote the day to reviewing records surfaced among the non-OSS RGs stored there. Two members of the Classification Programs Branch visit the National Archives Building on Wednesdays to review records stored at that facility.

e. The target date for completing the review of World War II records is 31 December 1975. It has been estimated that at least 800,000 pages of material at the National Archives will have to be examined by the CIA before final action on the documents can be taken. At the current level of manpower commitment, it is possible to review approximately 4,000 pages per week. At this rate, the Agency would complete only one-quarter of the review by the 31 December 1975 deadline.

f. Only a very small percentage of the documents reviewed thus far has required classification beyond 30 years. Approximately 97 percent of the RG 226 documents was declassified upon review. If anything, even fewer of the National Archives' documents now being reviewed require continued protection.

### 3. Staff Position:

a. Two courses are open to the Agency if it is to meet its review responsibilities by the 31 December 1975 deadline: (1) increased manpower can be committed; or (2) arrangements can be made to obtain assistance from non-Agency personnel.

b. The first option seems to be less desirable. Manpower resources are increasingly scarce. If additional personnel were available, the Agency's interests would be better served by turning the added manpower loose on reviewing the 30-year-old files in Agency custody.


c. With regard to the second option, an offer of assistance has already been received. The Director of the Records Declassification Division of the National Archives, Edwin A. Thompson, has proposed that some of his more experienced reviewers be placed under the supervision of Agency reviewers on a one-day/week basis. Subject to Agency guidelines, the National Archives reviewers would bring all questionable documents to a CIA reviewer for a decision. Many of the documents, however, would not require an examination by Agency personnel and could be processed independently by the National Archives reviewers. Record-keeping tasks for the CIA reviewers would be limited to recording information on those few documents deemed to require classification beyond 30 years.

d. A precedent exists for a limited delegation of declassification authority to non-Agency personnel. A proposal, concurred in by the DDO, to delegate such authority to the Department of Navy Declassification Team was approved by the Information Review Committee earlier this year. The CIA review officers conducting the review of 30-year-old records believe that the guidelines developed for the use of Navy reviewers could be used as instructions to National Archives reviewers as to the categories of documents requiring examination by Agency officers.

e. The number of Archives reviewers at the disposal of the Agency is negotiable. Within reason, the only limitation would be the number that each CIA reviewer would be able to effectively supervise -- probably not more than two or three. The benefits for the National Archives are twofold: (1) the possibility of completing the review of World War II records by 31 December 1975 would be enhanced; and (2) Archives reviewers, through the experience, would gain a better appreciation for the sensitive aspects of intelligence sources and methods. The benefits for the CIA seem obvious.

4. Recommendation: That the Information Review Committee approve acceptance of the National Archives' offer of assistance, and that the attached guidelines be used as the basis for determining which records must be reviewed by Agency personnel.


STAT

  
Secretary, Information Review Committee

Attachment: a/s

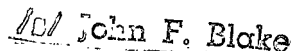
CONCURRENCE:

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 Deputy Director for Operations

\_\_\_\_\_  
Date

APPROVED: \_\_\_\_\_

 John F. Blake

29 NOV 1974  
\_\_\_\_\_  
Date

DISAPPROVED: \_\_\_\_\_

\_\_\_\_\_  
Date



Distribution:

Original - Addressee; return to ISAS

1 - DDO

2✓ Chairman, IRC [redacted]

1 - Member, IRC (Mr. Warner)

STAT

1 - Member, IRC (Dr. Chamberlain)

1 - Secretary, IRC

1 - Legal Advisory, IRC (Mr. Lansdale)

1 - DDO/ISG/DIM

Originated by [redacted]

Date: 19 NOV 1974

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actual or planned. Classification will not be removed where any doubt exists. (Note: Captured enemy documents and personnel, refugees and casual informants are not to be considered as sensitive.)

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f. Information which reveals any of the arrangements involved in placing and supporting OSS personnel under official cover with any degree of sensitivity attaching.

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i. Information disclosing the manner and degree of financial support given by OSS to foreign organizations and movements, and the means used to obtain and transmit such support.

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k. Information which conceivably could place in jeopardy the life of any individual.

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